



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 212**  
**OSC Ref. C.6210/S5<sup>18</sup>**

**28<sup>th</sup> August, 2020**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Senior Legal Officer (JLG/LO 4)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$3,288,645 – \$3,909,166 per annum and any allowance(s) attached to the post.

**Job Purpose**

The Senior Legal Officer manages the staff and work programme of the Legal Unit. The primary objective of the position is to provide legal support and expert advice to the Ministry of Foreign Affairs and Foreign Trade on International Law issues and International Agreements; to assist in the formulation of policies and practices on international issues; to provide representation on Jamaica's negotiating team; to ensure the development and maintenance of a Treaty Registry and database to support the Ministry's legislative agenda.

**Key Responsibilities**

- Prepares the Operational Plan and Budget for the Unit. Coordinates the preparation of the required Quarterly Performance Reviews;
- Contributes to the general management programs of the Ministry;
- Analyses the legal implications of issues arising from international negotiations and also draft proposals submitted by other Governments;
- Liaises with Government Agencies, Foreign Missions and International Organizations to obtain information and technical advice;
- Provides advice to the Political Directorate and Senior Government Officials on the negotiation of Treaties and Agreements and on the interpretation of International Laws and Government of Jamaica Laws and Regulations;
- Reviews draft legal documents to be referred to the Attorney General's Department for advice and approval;
- Provides in-house legal advice and assistance on miscellaneous issues viz. the preparation and vetting of contracts and other Human Resource Management issues;
- Monitors the implementation of Bilateral and Multilateral Agreements and Treaties concluded on behalf of the Jamaican Government by signing Parties. This is done by:
  - Tracking the enactment of legislation and other required actions to ensure that Jamaica fulfills its international obligations;
  - Collaborating with other Departments and Agencies to provide inputs into country reports.
- Identifies areas where legislation is needed to implement International Legal Obligations. Prepares Cabinet Submissions, issues Drafting Instructions, attends meetings of the Legislative Committee and Joint Select Committee of Parliament in an advisory capacity.
- Ensures the safe custody of legal documents, treaties and agreements concluded by the Jamaican Government through the Ministry of Foreign Affairs and Foreign Trade;
- Collaborates with relevant departments and agencies in the preparation and review of background material: briefs, country position papers, Ministry Papers and reports for presentation at meetings and international conferences;
- Coordinates the preparation of draft Agreements and Treaties within given legal Parameters;
- Participates as a member of Jamaica's negotiating team to meetings and international conferences and represents Jamaica on various Sub-Committees.

- Represents the Ministry on Inter-Ministerial Committees contributing to their work programs;
- Assists other Agencies in the organization of public education seminars and workshops and participates in same including as a Presenter;
- Supervises the staff of the Unit. Assigns subject areas to be researched and analysed;
- Develops Work Plans with established targets to monitor and assess staff performance and Prepares Performance Evaluation Reports.
- Maintains dialogue with staff on staff welfare and staff development issues.

### **Required Competencies**

- Sound knowledge of the Government of Jamaica's Foreign Affairs Policy and Foreign Trade Agenda.
- In-depth knowledge of International Laws and Treaties as well as Government of Jamaica Laws and Regulations.
- Excellent legal research skills.
- Excellent policy analysis and policy formulation skills.
- Excellent oral and written communication skills
- Strong leadership capability.
- Strong representational skills.
- Knowledge of negotiating techniques.
- Public speaking skills.
- Management/Supervisory skills.

### **Minimum Required Qualification and Experience**

- Bachelor's of Law Degree
- Certificate in Legal Education
- Post-graduate Degree or Diploma in Diplomacy/International Law.
- Five (5) years' professional experience as an Attorney.

### **Special Condition Associated with the Job**

- May be required to work overtime to meet deadlines.

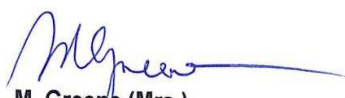
Applications accompanied by Résumés should be submitted **no later than Thursday, 10<sup>th</sup> September, 2020 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
21 Dominica Drive  
Kingston 5**

**E-mail: [hmassistant@mfaft.gov.jm](mailto:hmassistant@mfaft.gov.jm)**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

  
**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**